



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PRINT SERVICES

**TERM CONTRACT**

VENDOR

**ALLIED ENVELOPE COMPANY  
1515 W COLLEGE  
SPOKANE WA 99201**

CONTRACT  
NUMBER

**TC-177-11C**

CATEGORY

**Standard Printed Envelopes**

DESCRIPTION

EFFECTIVE  
DATES

From

**JULY 1, 2010**

To

**JUNE 30, 2011**

**STANDARD PRINTED ENVELOPES**

ORDERING INFORMATION

CONTRACT  
VENDOR

**ALLIED ENVELOPE COMPANY  
1515 W COLLEGE  
SPOKANE WA 99201  
PHONE: 509-328-9800  
FAX: 509-328-9802**

AGENCY  
CONTACT

**STEVE MARESH**

DELIVERY    ➤ Within 21 Calendar Days from receipt of camera ready copy, electronic file or OK's proof.

F.O.B.        ➤ Destination

TERMS       ➤ Net

**REMARKS:**

**First Year of Contract**

**CONTRACT VALIDATED BY:**

**DATE**

PRINT SERVICES  
DEPARTMENT OF ADMINISTRATION  
920 FRONT ST - P.O. BOX 200132  
HELENA, MT 59620-0132

INVOICES SHALL BE FURNISHED IN TRIPLICATE

## **STANDARD PRINTED ENVELOPES**

Bidder and the State of Montana Print Services agree that this contract may, upon mutual agreement, be extended in one (1) year intervals for a period not to exceed two (2) additional years. This extension is dependent upon legislative appropriations. This contract may be extended for one (1) year intervals according to the terms of the existing contract.

### **Exclusive Contract**

The intent of this contract is to provide state agencies with an expedited means of procuring supplies and/or services. This contract is considered to be an "Exclusive" use contract and State agencies, with the exception of the University System, must obtain the specified product/service from the contract holder(s), unless the contract allows otherwise. The University System has optional use of this term contract. Print Services does not guarantee any minimum usage totals and it is the individual agency's responsibility to comply with the terms of the contract.

### **Various Sizes and Styles**

Requirements for the period of July 1, 2010 through June 30, 2011

The State of Montana reserves the right to cancel this contract at any point during the term of the contract upon thirty (30) days written notification to the contract holder.

All invoicing and correspondence regarding the contract shall be furnished by the contractor to Print Services upon request at any time during the contract period.

**Delivery:** All orders shall be delivered, F.O.B. destination to all state agencies, institutions and field offices throughout Montana, **within 21 calendar days** after the receipt of electronic file, camera ready copy or final OK'd proofs.

Three or more documented occurrences of late delivery shall be valid cause for cancellation of the contract.

The successful bidder must arrange with Print Services a method through which a purchase order and art file will be electronically transmitted to the printer for processing the order. All file transfer fees must be included in listed price and not be considered as a "composition" option price.

### **PRICE ADJUSTMENT SPECIFICATIONS**

Price submitted on bid will remain firm for a minimum of thirty (30) days from bid opening and will remain firm upon an award. The State of Montana will allow the successful Bidder (Printer), who furnishes the required information to establish base envelope costs(s) with the bid, the right to pass along any substantiated changes in the cost of envelopes that may occur upon renewal of the contract at yearly intervals. The State of Montana must be notified of the verifiable changes (documented by the printer's envelope supplier) in writing

prior to June 1<sup>st</sup> of each renewal year to establish and increase or decrease in price. However, changes may only occur at the beginning of each contract year.

The State of Montana reserves the right to take advantage of any realized cost savings resulting from documented decreases in paper costs.

Failure to furnish information with bid to establish a base envelope cost will be viewed by the State of Montana as the submittal of a “true” firm price bid by the Bidder. In the event of an award, no increase in envelope costs will be allowed to be passed along by that Bidder.

Conditional bids allowing for unlimited escalation of the bid price by the Bidder will be deemed by the State of Montana as non-responsive to the bid specifications and will cause the bid to be rejected.

In order to establish a base envelope cost for allowing an adjustment, the Bidder must indicate in the bid, the base envelope cost(s) in the price schedule and furnish as part of the bid response a current price quote from the printer’s envelope supplier by size identified in the specifications. The sub-suppliers quotation must be on the envelope supplier’s letterhead; or be included as an attachment to the quotation or the envelope supplier’s published price list generally available to the public. The quotation must indicate envelope stock weight, envelope size, carton rate, and price per thousand (M).

The printer’s bid prices are to include the total cost to the ordering agency. When establishing the base cost, Print Services will subtract the envelope cost from the total bid price. The base price will remain the same for the duration of the contract. The increase in cost of the envelope will be added to the bid price based solely on the increased cost of envelope stock.

For the State of Montana to allow an envelope cost increase, the Printer must submit to Print Services a copy of their purchase order to the envelope supplier(s) along with a copy of each envelope supplier’s quote then in effect at the time of the envelope order(s). All factors considered for the cost increase must be based on equal specifications from original order; such as, but not limited to, quantity and delivery requirements.

If the price adjustment clause is applicable, and in the judgment of the State of Montana Print Services the affected envelope prices have decreased, the State of Montana Print Services may request the Printer to substantiate the actual envelope costs at any time during the contract period. The Printer agrees to furnish the necessary documentation to verify the actual envelope costs. If the decrease is substantiated, the Printer’s invoice will be adjusted by the State of Montana for a decrease in envelope cost(s). Payments against any outstanding invoice will reflect this adjustment.

## **WHITE WOVE ENVELOPES**

Printed one side, one color (black or reflex blue), submitted by electronic file, sub wt. 24# recycled white wove. Prices to include stock, printing and delivery. Windows to be recyclable glassine material or equal. All bids to be submitted in price per thousand for all quantities indicated except 500 which shall be lot priced. Envelope construction must be standard commercial construction with diagonal seams and laser printer compatible.

### **Standard White Wove Envelopes #10**

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
30.10	44.30	36.70	36.00	33.50	30.00	26.90	21.40

### **Standard White Wove Envelopes #9**

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
29.70	43.40	32.80	31.10	29.40	26.40	23.30	19.40

### **Standard White Wove Envelopes #11\***

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
27.28	44.56	39.56	39.06	38.26	35.06	34.06	29.26

\*(NOTE: #11 envelopes may use standard 24# white wove non-recycled material.)

### **Standard Glassine Window Envelopes #10**

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
31.57	46.93	39.53	38.43	34.83	30.93	28.83	24.53

## **GOVERNMENT STAMPED ENVELOPES**

Printed one side, one color (black or reflex blue), submitted by electronic file.

Government Stamped envelope stock to be furnished or prepaid by the State at the prices charged by the United States Postal Service.

Prices to include printing and delivery to destination only. All bids to be submitted in price per thousand except the 500 quantity which should be lot price. Types to include size #10; white wove regular or poly window.

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
28.40	29.70	18.00	16.80	15.70	12.90	7.70	4.50

### **OPEN END MANILA ENVELOPES**

Printed one side, one color – black ink, submitted by electronic file, sub. Wt. 28# manila with dry gum flap.  
Prices to include stock, printing and delivery. All bids to be submitted in price per thousand except the 500 and 1000 quantity which should be lot price.

#### **Size – 6” x 9”**

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
40.15	65.00	59.90	55.50	54.40	48.40	45.30	38.50

#### **Size - 6.5” x 9.5”**

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
41.80	72.30	61.70	59.50	57.50	53.80	46.70	42.80

#### **Size - 7.5” x 10.5”**

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
49.61	83.22	76.52	70.82	66.02	54.22	46.82	42.42

#### **Size – 9” x 12”**

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
62.59	98.37	91.17	84.97	84.67	75.17	66.17	60.07

#### **Size - 9.5” x 12.5”**

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
67.57	115.84	106.54	98.74	98.74	89.44	81.84	73.64

#### **Size – 10” x 13”**

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
71.38	122.35	108.25	104.25	100.65	86.75	79.75	73.55

**Size – 10” x 15”**

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
80.76	137.81	117.41	109.51	104.11	92.11	85.71	76.31

**Size – 12” x 15.5”**

<u>500</u>	<u>1000</u>	<u>2000</u>	<u>2500</u>	<u>3000</u>	<u>5000</u>	<u>10M</u>	<u>25M (Maximum Order )</u>
109.03	188.06	155.06	140.06	129.26	103.26	98.16	98.16

Additional Charge Options for White Wove, Open End Manila Envelopes and Government Stamped Envelopes:

A. Add to base bid for PMS ink other than black or reflex blue ink: \$ 0.00

B. Add to base bid for 2<sup>nd</sup> color, PMS ink (Lot Price for each category):

<u>M</u>	<u>2M</u>	<u>2.5M</u>	<u>3M</u>	<u>5M</u>	<u>10M</u>	<u>25M</u>
17.50	17.50	19.50	19.50	22.50	25.00	27.50

C. Composition - per order: \$ 10.00

D. Proof - per order: \$ 10.00

The State of Montana proofreading policy shall apply to this contract. See attached policy.

All other envelope requirements not provided for in the specifications shall be secured by separate request for quotation.

All files and materials provided by the State of Montana in the production of envelopes shall remain the property of the ordering agency and no unauthorized use will be permitted.

**Basis of Award of Bid**

- 1) Combined total of one order for all sizes and quantities of envelopes from all categories.
- 2) Plus, additional 10 orders for #10 Regular and #10 Window envelopes for quantities 2,500 and 5,000 envelopes.
- 3) Plus, additional 10 orders for #10 Regular and #10 Window envelopes for 5,000 quantity with 2<sup>nd</sup> color ink.
- 4) Plus, additional 10 orders for #10 Regular and #10 Window envelopes for 10,000 quantity to include composition and proof.

## **STATE OF MONTANA PROOFREADING POLICY**

1. Upon request of the ordering agency, a proof shall be provided by contract printers for any item on a purchase order that requires **any** amount of composition by that printer. Corrections are to be made on that proof, **signed** by a representative of the ordering agency and returned, marked "O.K." or "O.K. with corrections". If revised proofs are required, the written request for such shall be made at the time the initial proof is returned.
2. Proofreading is the responsibility of the customer. Printers cannot be held responsible for errors if the work is printed per customer's approved proof **or** if changes are communicated verbally.
3. Proofreading responsibility is not limited to line or word changes from preprinted original copy, but does include **all** copy submitted for that purchase order item.
4. A contract printer shall be held responsible in the event that errors occur on final printed matter, if such errors were not corrected as per customer's individual notations.
5. Proofs will be a chargeable item if specified in a contract as a line-item charge.
6. Color proofs, blueline, brownline and similar proofs are chargeable items.